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April 2024

News to Know

IMPORTANT! STATE FISCAL YEAR (FY) CLOSES JUNE 3

The State FY 2024 deadline for submission of any state and federal invoices/reimbursement requests is June 3.

- Federal Funds: Requests submitted after June 3 will be held for processing until mid-July.
- State Funds: Agencies in receipt of state FY 2024 funds (MEHTAP and STA), any unused funds after June 3 will be reallocated.

Section 5310 and 5311 Federal Funding Applications

Currently, there is no federal funding application available for the Section 5310 and 5311 programs. When applications become available, a notice will be posted in this newsletter as well as on our website at [Transit Applications and Reporting](#).

Section 5310 Subrecipients

FMCSA Drug and Alcohol Virtual Training – Part 382 is on May 15 - [Click to enroll](#). Enrolled attendees, use [this link](#) to access the webinar. Section 5310 transit agencies that have vehicles for 16 passengers or more (including the driver) can attend this training.

MoDOT conducted its annual MoDOT Transit Grant Compliance Workshop in February 2024.

Some things we learned from the workshop are:

-The workshop met expectations for nearly 94% of attendees.



-Sub-recipients are interested in learning more and finding effective ways to meet expectations while providing needed services to their respective communities.

Vehicle Dispositions Updates

Recently, MoDOT Transit updated the Vehicle Disposition Form (see PDF link below). It is important that sub-recipient's use the newest form, as the old version will no longer be accepted.

Vehicle Disposition Form

A few things to remember:

When answering questions on the form, please circle Yes or No if this is a replacement vehicle and then **only** ONE of the following scenarios will apply:

1) You are requesting to sell the vehicle outright and will provide a detailed Bill of Sale from an auction house or from private bids. The bill of sale should show the same information that Missouri Department of Revenue/Motor Vehicle Bureau requires for a Notice of Sale.

Example of required information for Bill of Sale:

- Name of who you sold it to (Purchaser(s) name)
- The Bill of Sale should list the year, make, and complete VIN of the vehicle reported as sold
- Address of purchaser
- Sale amount

Also, for your convenience you may use form #1957 which is printable off the Missouri Department of Revenue website (<https://dor.mo.gov/forms/1957.pdf>). Submit a copy and keep the original for your records. You may submit a copy of the check as proof of the sale price. It is not acceptable to report sold for cash with no other documentation.

Please remember if a balance is due after the sale, MoDOT Transit will inform you of the amount the organization needs to forward to MoDOT. Respond with payment within 30 days of the sale date.

2) You want to buy-out the federal interest remaining in the vehicle(s). In this case, a fair market evaluation will be prepared, and your organization will receive an email from MoDOT Transit indicating what the fair market value of the vehicle was determined to be.

If the evaluation falls under \$5,000, MoDOT will issue a lien release and the original title.

If the evaluation is greater than \$5,000 or the minimum criteria of "Useful Life" has not been met, a balance may be remaining. Your organization will receive an email with details on the amount owed. **After**, your organization's check is received, the title and lien release will be mailed to the proper address on file. Once you receive the letter of release, title and lien release, we ask that you no longer report it on your annual active inventory report. The agency can continue to use it or sell it.

- The recipient must receive written authorization from MoDOT before disposing of federally funded vehicles or equipment!
- To be considered for release, a Disposition Form for each vehicle is required.



- For our reporting purposes, we ask that everyone is responsive to emails and phone calls. Per the disposition guidelines, vehicle disposals need to be completed within 90 days of the date requested.
- For questions, please contact Lisa Sloan at (573) 526-3527 or email lisa.sloan@modot.mo.gov.

Transit Topic -- Volunteer Driver Programs

Volunteer Driver Programs - Managing Vehicles Operations

Safety is a priority for all programs providing transportation service. To provide safe transportation, it is critical to include safety inspections for all personally owned vehicles (POVs) used in operations.

Vehicles providing passenger transportation should be inspected daily to ensure the safety of both the passenger and the volunteer driver, and make sure that all the vehicle equipment is in proper working order. This is commonly called a pre-trip inspection. This should be done with both personally owned vehicles and the sponsoring organization's vehicles and should be completed prior to departing to pick up a rider. To accomplish this:

All drivers should be provided with information on how to properly inspect the vehicle.

1. Drivers should complete a pre-trip inspection even when using their own vehicle to provide service.
2. The sponsoring organization should periodically include "safety reminders" with the volunteer mileage reimbursement vouchers.

Vehicle Equipment and Maintenance

Sponsoring organizations should set minimum standards for the vehicles used to transport their riders. This requirement includes vehicles owned by volunteer drivers. Vehicle inspections are recommended annually and/or after accidents or major repairs.

Many of the same considerations for vehicles owned by the sponsoring organization can be applied in setting standards for POVs. The sponsoring organization's vans and minibuses will usually have to meet ADA requirements.

Personally Owned Vehicles

Under state law, there are minimum requirements for POVs used to provide passenger transportation services. Missouri requires regular inspections as part of its vehicle registration procedures. The requirements for inspections are found here: [Missouri Secretary of State: Code of State Regulations \(mo.gov\)](https://www.sos.mo.gov/Code/Title%2017%20-%20Motor%20Vehicles/Chapter%2017%20-%20Motor%20Vehicles.htm).

Consider the following elements in creating a vehicle inspection checklist.

1. Have a valid state license and registration
2. Be equipped with functional heating and ventilation systems
3. Have functioning, clean, accessible seat belts that meet state and federal guidelines
4. Have functional doors and handles on all doors
5. Have an accurate speedometer and odometer
6. Have windows free from cracks; windshield chips must be properly sealed and not hinder vision
7. Have functioning interior lighting within the passenger compartment
8. Have adequate sidewall padding and ceiling covering
9. Have two exterior rear-view mirrors, one for each side of the vehicle
10. No damaged or broken seats, protruding sharp edges, etc. that may be hazardous to riders
11. Have fully functioning lights, turn signals and windshield wipers
12. Have tires with tread depth exceeding state minimums

Annual Safety Inspections

In addition to inspecting their own vehicles, sponsoring organizations should require POV safety inspections as part of their annual renewal process for volunteer drivers. The volunteer should provide the sponsoring organization with a copy of a receipt showing that the volunteer driver has had his/her vehicle(s) inspected by a qualified mechanic.

Sponsoring organizations are encouraged to create inspection and maintenance incentive programs or cost-reduction programs with local mechanics or service stations.

The Missouri State Highway Patrol uses the checklist (at the right) for vehicle registration inspections. Use this as a guide to develop a checklist for vehicle inspections conducted by certified mechanics for all personally owned vehicles in passenger service.

MOTOR VEHICLE INSPECTION CHECKLIST

- **FILL OUT I.D. PORTION OF MVI-2 FORM**
- **OBTAIN VIN FROM VEHICLE**
- **DRIVE VEHICLE FOR BRAKE PERFORMANCE**
- **INTERIOR OF VEHICLE**
 - ✓ Steering Wheel Bind and Play
 - ✓ Brake Pedal Power-Brake Reserve
 - ✓ Brake Warning Light
 - ✓ Windshield Wiper Operation
 - ✓ Mirrors
 - ✓ Seat Belts - 1965 & Later (Passenger Vehicles)
 - ✓ Seat Belts - 1971 & Later (Pickup Trucks)
 - ✓ Horn
 - ✓ High Beam Indicator
 - ✓ Glazing (Glass)
- **OUTSIDE OF VEHICLE**
 - ✓ Wiper Blade Condition
 - ✓ Rear Lights
 - ✓ Signal & Brake Lights
 - ✓ Reflectors
 - ✓ Gas Filter Cap
 - ✓ Front Lights
- **BUMPERS**
 - ✓ **Maximum Bumper Heights**

	Front	Rear
• Passenger Vehicles	22 in.	22 in.
 - ✓ **Commercial Motor Vehicles Determined By Gross Vehicle Weight Rating (GVWR)**

	Front	Rear
• 4,500 lbs. and under	24 in.	26 in.
• 4,501 lbs. through 7,500 lbs.	27 in.	29 in.
• 7,501 lbs. through 9,000 lbs.	28 in.	30 in.
• 9,001 lbs. through 11,500 lbs.	29 in.	31 in.
- **UNDER HOOD**
 - ✓ Master Cylinder Unit
 - ✓ Power Steering Unit
 - ✓ Upper Control Arms
 - ✓ Steering Components (tie rods, steering box, strut mounting)
- **AIR POLLUTION DEVICES**
 - ✓ P.C.V. System
 - ✓ Air Injection
 - ✓ T.A.C. System
 - ✓ Spark Control
 - ✓ Exhaust Gas Recirculation
 - ✓ Oxygen Sensor

- ✓ Evaporative Emissions System
- ✓ Catalytic Converter
- **RAISE VEHICLE WITH BALL JOINTS IN "LOADED" POSITION**
- **START ENGINE**
 - ✓ Exhaust System
 - ✓ Catalytic Converter(s)
 - ✓ Tires and Wheels
 - ✓ Wheel Bearings
 - ✓ Brake Lines & Hoses
 - ✓ Fuel System
 - ✓ Spring/Torsion Bar
 - ✓ Shock Absorbers
 - ✓ Front Wheel/King Pin Play
 - ✓ Tie Rod Ends (FRT/Rear)
 - ✓ Idler Arm
 - ✓ Pitman Arm
 - ✓ Stabilizer Links (FRT/Rear)
 - ✓ Lower Control Arms (FRT/Rear)
 - ✓ W. I. Type Ball Joints (FRT/Rear)
- **STOP ENGINE**
- **REMOVE WHEEL AND INSPECT BRAKE COMPONENTS**
- **RE-HOIST VEHICLE WITH BALL JOINTS IN "UNLOADED" POSITION TO INSPECT STANDARD BALL JOINTS**
 - ✓ Inspect McPherson Struts with ball joints unloaded
- **COMPLETE MVI-2 FORM**
- **REJECT OR APPROVAL**
- **COLLECT PROPER FEE**

NOTE:
 • Arrows indicate Loaded Position.
 • Joints indicate Position To Unload Ball Joints.

SHP-494 9/09

Federal Actions & Updates



Notice of Funding Opportunities

FTA Low-No and Buses & Bus Facilities Grant Programs – April 25 deadline. Approximately \$1.10 billion and \$390 million are made available, respectively for the two programs.

New USDOT Multimodal Project Discretionary Grant (MPDG) Opportunity – May 6 deadline. The MPDG opportunity combines the Mega, INFRA and Rural grant programs. Applications will be considered for all programs under which they are eligible.

- Mega: \$1.7 billion
- Rural: \$780 million

FTA Current Apportionments Announced

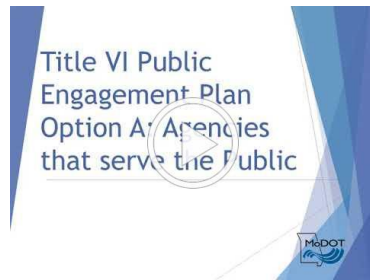
FTA announced partial-year FY2024 funding, detailed in [apportionment tables](#). The announcement reflects funding available for five months (October 1, 2023, to March 1, 2024) at FY 2023 levels while the federal government operates under a Continuing Resolution. The apportionments also reflect changes occurring after the 2020 Census.

Federal Register Updates

FTA & USDOT currently have published to the Federal Register:

Request for Comment [Rural Areas Formula Grant Programs Guidance Proposed Circular](#) (RFC close: June 3)

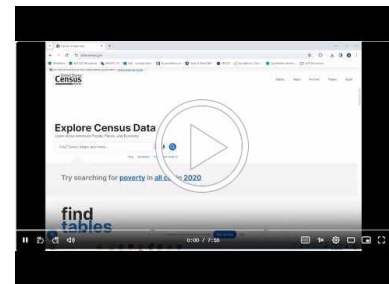
Title VI Videos



Option A Open Providers
Public Engagement
[Download Here](#)



Option B Closed Door
Providers Public
Engagement
[Download Here](#)



LEP Census Data
Assistance
[Download Here](#)

Upcoming Webinars & Trainings

NTI Virtual Training: Public Involvement in Transportation Decision Making

April 22-25 | [Register Here](#)

NTI Virtual Training: Advanced Title VI and Public Transit

June 10-12 | [Register Here](#)

NTI Self-Paced Course: National Environmental Policy Act (NEPA) 101 Online

Self-Paced | [Register Here](#)

FTA Training: Advancing Safety Risk Management and Safety Assurance Workshops

In-person, May 15-16 | Virtual, June 5-6 | [Register Here](#)

Upcoming Reporting

[Due May 10, 2024](#)

DBE Semi-Annual Reporting – 5311s

[July 2024](#)

Annual Vehicle/Mileage Reporting (Section 5310/5311)

Annual Insurance Certification (Section 5310/5311)

Annual Agency Contact Update (Section 5310/5311)

Annual Ridership (METHAP/Section 5310 and Public Transportation)

Upcoming Conferences

2024 CTAA Expo - June 9-12 in West Palm Beach, FL

2024 MPTA Conference - September 3-5 in St. Louis, MO

D&A Training for 5311s on Tuesday afternoon, September 3

TRAINING RESOURCES

National RTAP: <https://www.nationalrtap.org/>

Missouri RTAP: <https://mltrc.mst.edu/mortaphome/>

National Transit Institute (NTI) <https://www.ntionline.com/>

National Center for Mobility Management (NCMM) <https://nationalcenterformobilitymanagement.org/>

Community Transportation Association of America (CTAA): <https://ctaa.org/>

USDOT Drug and Alcohol: <https://www.transportation.gov/odapc>

FTA Drug and Alcohol: <https://www.transit.dot.gov/drug-alcohol-program>

FMCSA Drug and Alcohol: <https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing-program>

FTA Webinars and Trainings [Homepage](#)

National Transit Institute's [Current Course Schedule](#) of Upcoming Training

FTA-Sponsored Training Courses [Homepage](#) | FTA [Safety Training Page](#) & [Enhanced Safety Trainings](#)

TSI Public Transportation [Catalogue](#) | TSI [Course Schedule PDF](#)

National RTAP [Upcoming Webinars](#)

CTAA [Training Calendar](#)

APTAU Learning [Homepage](#)

NCMM [e-Learning Catalogue](#)

Easterseals Project Action [Course Schedule](#)

Mineta Transportation Institute [Upcoming Webinars](#)

SUMC MLC [Learning Modules](#)

Visit our Website

For additional questions or concerns:

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